



Utah Alternative Assessment (UAA)

April, 2011



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Overview

Utah Alternative Assessment (UAA) is the CRT for Special Education students. UAA is not done by grade level, but rather by test subject.

For a student to be included in the UAA test pre-print, the student needs to have a UAA record in the Program History module.

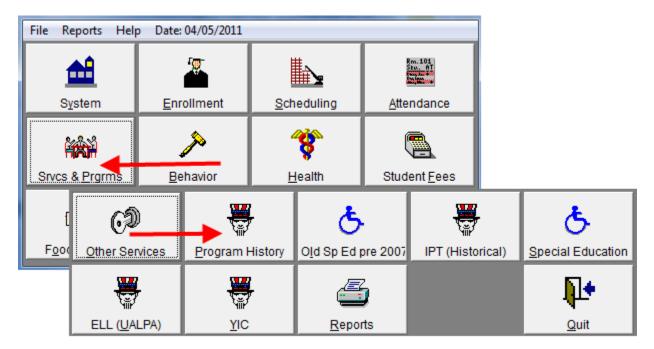
This documentation will show you how to:

- Create a UAA record in the Program History module
- Run a report listing just the UAA students
- Create a UAA pre-print file

Creating a UAA Record

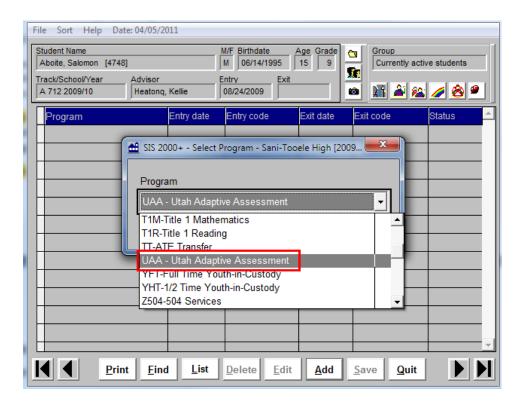
For a student to be pulled into the UAA pre-print, the student needs to have a UAA record in the Program History module.

In FoxPro, go to Services & Programs > Program History

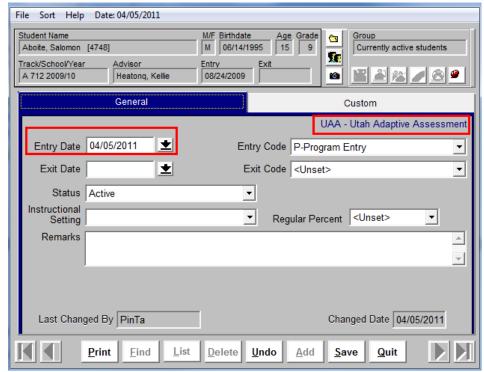


- Find the student for whom you would like to add a UAA program.
- Press Add.





- If you type the letter "U", the system will go right to the UAA option on the drop-down.
- Press **OK** to see the following:



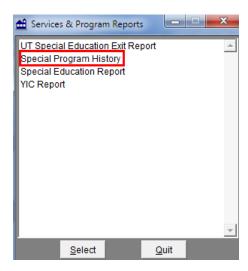
- Notice the program name in the top right corner.
- Enter an **Entry Date** and **Entry Code**.



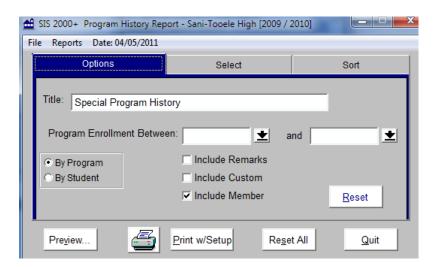
• Press Save.

Running a Report for UAA Students

- In the Services & Programs module, click **Reports**.
- Choose the report called **Special Program History**.

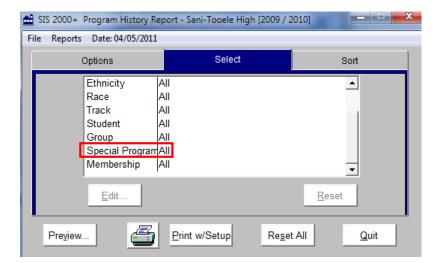


• Click on the **Select** tab.

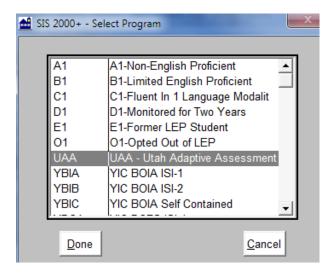




• Either double-click on **Special Program** or highlight it and then press **Edit**.

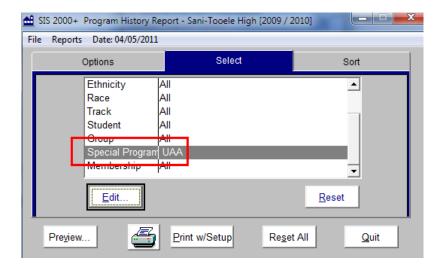


• Highlight **UAA** in the list and press **Done**.

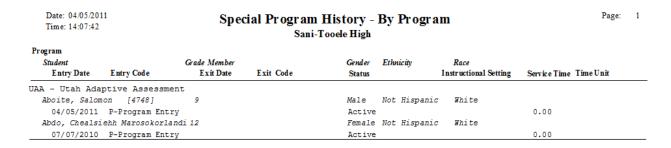


• The Sort screen is now filtering for "UAA".





- Press **Preview** to see the results.
- The report will list all the students who have a UAA record.



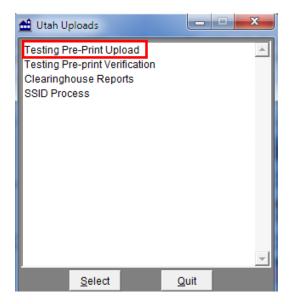
Creating a UAA Pre-Print File

In FoxPro, click on **UT Audit/Uploads**.

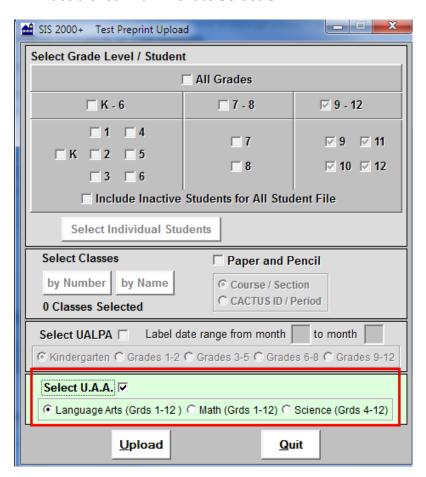




• Either double-click on **Testing Pre-Print Upload**, or highlight and press **Select**.



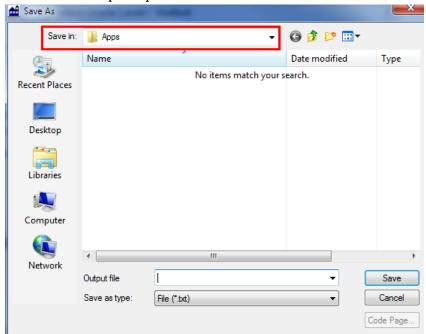
• Place a checkmark next to **Select U.A.A.**



• Select the subject for which you would like to create a pre-print.



- Press **Upload**.
- You will be prompted to save the file.



- Save the file where you can find it. If your data is hosted by USOE, choose "C on computername" where computername is the name of your computer.
- Enter a name for the file and press **Save**.
- You are now ready to upload the pre-print file.